

May serve on department-wide task forces to address some problem or need identified by the Secretary or Undersecretary.

Provides expertise and technical assistance to agency personnel regarding planning, evaluation, research methodology, policy development or programmatic or administrative functions.

MINIMUM QUALIFICATIONS: Three years of professional level experience in planning, program evaluation or research.

SUBSTITUTIONS: A master's degree in planning, research or public health may be substituted for one year of the required experience.

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DHHR RECOVERY ANALYST 2

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK:

To initiate and follow through on recovery activities for various social service programs in accordance with established state and federal policies.

LEVEL OF WORK:

Advanced journeyman.

SUPERVISION RECEIVED:

General from a DHHR Recovery Unit Supervisor.

SUPERVISION EXERCISED:

May have functional supervision over other DHHR Recovery Analysts and clerical personnel.

LOCATION OF WORK:

Department of Health and Human Resources; Office of Management and Finance, Recovery Bureau.

JOB DISTINCTIONS:

Differs from other social services jobs by the responsibility for recovery/collection activities in a social service program.

Differs from DHHR Recovery Analyst 1 by having responsibility for several Department of Health and Human Resources social service programs which requires broader knowledge and increases the complexity of the work.

Differs from DHHR Recovery Unit Supervisor by the lack of direct line supervisory responsibility.

EXAMPLES OF WORK:

Reviews and evaluates cases involving overpayments/ineligible payments in assistance payments, food stamp, child support, medical vendors and/or providers for correct application of policy and to determine recovery action to be taken. These cases are referred by Office of Family Security parish offices, Medical Assistance Program, Title XIX Fiscal Intermediary, Office of Human Development, Child Support Enforcement Program, Department of Health and Human Resources Audit Division, and the Office of Attorney General.

Provides technical assistance and guidance to parish office staff and other Department of Health and Human Resources Offices in matters relating to recovery.

Obtains information from computer and other various sources to determine the appropriate continued recovery activity, decides on future recovery action regarding allotment reduction, recoupment, follow-up letters, suspensions or closures, or referrals to the legal section for civil action.

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DHHR RECOVERY ANALYST 2 (continued)

EXAMPLES OF WORK: (continued)

Insures that the correct amount is being recovered.

Answers inquiries made by clients, attorneys, public officials or other persons or agencies representing clients regarding program policies and procedures and negotiating repayment plans.

Pursues recovery of Medical and Public Assistance funds from liable third parties such as insurers, attorneys, and health care providers, coordinating collection efforts with Office of General Counsel.

Refers to Office of Family Security Program Directors and recommends corrective action in case situations where high frequency errors have noted.

MINIMUM QUALIFICATIONS: Four years of professional social service experience.

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ADMINISTRATIVE PROGRAM ASSISTANT

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK:

To serve as assistant to an executive or administrator for a major organization, with responsibility for all routine administrative matters and for a statewide program.

LEVEL OF WORK:

Supervisor.

SUPERVISION RECEIVED:

Broad direction from agency executive or administrator.

SUPERVISION EXERCISED:

Line over Clerical Specialists and/or program area employees.

LOCATION OF WORK:

May be used by all state agencies.

JOB DISTINCTIONS:

Differs from Administrative Services Assistant by the responsibility for a statewide program and administrative assistant tasks rather than administrative assistant tasks only.

Differs from Administrative Services Assistant/Secretary by the responsibility for a statewide program rather than secretarial tasks.

EXAMPLES OF WORK:

Relieves administrator of all minor administrative matters.

Directs an agency program with statewide scope.

Analyzes and prepares detailed reports on any phase of organizational activity, including recommendations for revising procedures to improve operations.

Prepares routine memoranda for the administrator informing staff of administrative decisions and matters of policy.

Performs and supervises administrative support activities such as maintaining files and central records, printing and duplication services, security, purchasing of supplies and equipment, preparation of payroll or personnel.

Selects and assigns staff, identifies staff development needs and assures that training is obtained.

Monitors budget and advises administrator of budget status; may prepare the paper work for the budget.

Collects and supervises the collection and preparation of data into reports.

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ADMINISTRATIVE PROGRAM ASSISTANT (continued)

EXAMPLES OF WORK: (continued)

Prepares correspondence relative to administrative and assigned program activities.

Sorts and routes mail to proper divisions, prepares correspondence not requiring attention of the administrator.

Coordinates work by scheduling assignments and directing the work of subordinates.

Reviews and approves various permit or license requests based on specific program rules and regulations.

Maintains contacts for the administrator with public and private officials and professionals.

MINIMUM QUALIFICATIONS: Any of the following will qualify:

1. Four years of clerical experience equivalent to the advanced journeyman level in office clerical work.

SUBSTITUTIONS:

A baccalaureate degree will substitute for three years of experience.

2. One year of clerical experience at the supervisory level or professional level experience in administrative support areas, such as accounting, purchasing, or personnel.

3. A baccalaureate degree in business administration, business education or office administration.

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REGISTERED NURSE--SCHOOL HEALTH NURSING PROGRAM SPECIALIST

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK:

To assist in the management of the State's School Nursing Programs which provides programs of health services, health screenings and referrals and health education for all students K-12 in the schools of the state.

LEVEL OF WORK:

Supervisor--program.

SUPERVISION RECEIVED:

Broad review from the School Health Nursing Director.

SUPERVISION EXERCISED:

Functional over personnel engaged in School Health Nurse Services Programs in all schools and school systems statewide.

LOCATION OF WORK:

Department of Education.

JOB DISTINCTIONS:

Differs from related jobs by responsibility for coordinating several program areas within school health nursing.

EXAMPLES OF WORK:

Assists in managing a major section within a bureau in the Department of Education.

Aids in planning, directing, and coordinating activities pertaining to the State's School Health Nursing services; aids in implementing program improvements by ensuring revision of program plans and by providing training programs for school nurses.

Prepares a yearly comprehensive financial report for the State Director of School Health Nursing Services displaying the program's status and results of State programs and services.

Monitors, adapts and implements state-of-the-art principles and techniques in school health nursing.

Develops and implements statewide standards, policies and procedures to provide continuity in systematic provision of school nursing services.

Provides training and assistance to statewide school nursing personnel through inservice and pre-service training, workshops, seminars, etc.

Provides financial data to the Executive Office, Division of Administration including coordinating the preparation of the program's annual budget request.

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REGISTERED NURSE--SCHOOL HEALTH NURSING PROGRAM SPECIALIST (continued)

EXAMPLES OF WORK: (continued)

Assists in planning, directing, and coordinating the activities of the State School Health Nursing Program, including interviewing and evaluation of personnel, establishing goals and objectives, devising standards and procedures, ensuring appropriate training for personnel, supervising the preparation and monitoring of its budget, and approving/disapproving expenditures.

Prepares fiscal projections analyses for Executive Administrator's use: confers with state government executives to assess programs and identify problems and seek resolution.

MINIMUM QUALIFICATIONS: A master's degree plus certification by the Louisiana Department of Education in the area of specialty and three years of professional nursing experience. One year of the required experience must have been in the area of certification.

SUBSTITUTIONS:

Additional qualifying experience may be substituted for the required master's degree on the basis of two years of experience for 30 semester hours of college training.

NOTE:

A current Louisiana license to practice professional nursing must be verified at time of appointment.

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STATISTICIAN 2--OPPHS

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FUNCTION OF WORK:

To report numbers of vital events, occurrences, or activities and to provide analyses of these data for use by demographers and program professionals. In conjunction with program professionals, design and carry out studies necessary for planning and evaluation of programs and/or data.

LEVEL OF WORK:

Advanced journeyman.

SUPERVISION RECEIVED:

Broad review from Statistician Supervisor--OPPHS.

SUPERVISION EXERCISED:

May supervise subordinate statisticians, statistical aides or other subordinate staff.

LOCATION OF WORK:

Department of Health and Human Resources; Office of Preventive and Public Health Services (OPPHS).

JOB DISTINCTIONS:

Differs from Statistician 1--OPPHS by the presence of responsibility for independently performing complex analyses, surveys or designs; and for provision of functional supervision.

Differs from Statistician Supervisor--OPPHS by absence of line supervisory responsibility for a unit or similar organizational entity.

EXAMPLES OF WORK:

Plans and implements complex surveys or experimental designs, develops sampling methods, procedures, techniques of analysis, power of analysis and reporting requirements.

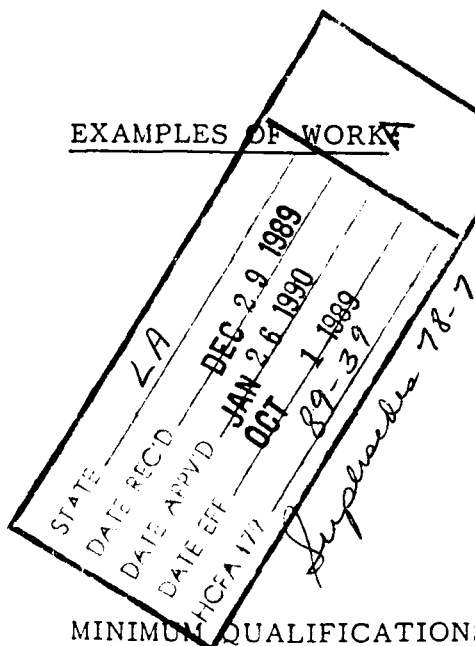
Prepares or reviews reports and recommendations based on complex computerized statistical analyses to ensure accuracy and validity.

Maintains liaison with agency officials and officials of other national, state and local agencies concerning data requirements, availability, interpretation and use.

Determines feasibility of studies requested by internal agency officials or external agencies.

MINIMUM QUALIFICATIONS:

One year of journeyman experience in statistical work which utilized statistical methods such as linear regression, multiple regression, frequency distribution, etc.



HEALTH STANDARDS CONSULTANT 3

FUNCTION OF WORK: To conduct surveys to determine conformity with state and federal licensure requirements. re.

LEVEL OF WORK: Advanced Journeyman field

SUPERVISION RECEIVED: General from a Health Standards Regional Manager

LOCATION OF WORK: Department of Health and Hospitals, Office of the Secretary.

JOB DISTINCTIONS: Differs from Health Standards Consultant 2 by responsibility for leadership in the most difficult surveys and by high degree of expertise in a given professional discipline and in Title XIX; Differs from Health Standards Regional Manager by absence of administrative supervision of a regional staff.

EXAMPLES OF WORK:

Evaluates appropriateness and quality of care delivered, based on personal observations, interviews, etc.

Serves as project leader on the most difficult surveys of health and/or social services program and/or facility.

Reviews medical records and/or resident charts of patients receiving care under federal funding programs and reports on facility licensing and certification proceedings.

Interviews and observes each patient to determine if individual nursing and/or social needs are being met. Abstracts information from each file for use in utilization review process.

Interfaces with Boards of Directors, managers/administrators, in the most difficult/sensitive surveys.

Prepares report on findings and recommendations concerning needs of patients, and completes other federal and state forms required to document review activities and appropriateness of continued treatment for each patient.

Serves as consultant to facilities as needed to assist in correcting deficiencies.

Conducts special investigations or inspections in response to complaints and prepares reports on findings and recommendations.

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PHARMACIST--PROVIDER CONSULTANT 2

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FUNCTION OF WORK: To administer consultative and evaluative services relative to Pharmacy Program (Title XIX) providers.

LEVEL OF WORK: Advanced journeyman.

SUPERVISION RECEIVED: Broad review from an administrative official in the Department.

SUPERVISION EXERCISED: Direct line over the Pharmacist--Provider Consultant 1. Formally advises and assists management in the administration of the Title XIX Medical Assistance Program.

LOCATION OF WORK: Department of Health and Human Resources; Office of Family Security.

JOB DISTINCTIONS: Differs from Pharmacist--Provider Consultant 1 by the presence of overall administrative responsibility for the Title XIX Pharmacy Program.

Differs from the Medical Assistance Program's Division Directors by the absence of responsibility for directing all Title XIX Medical Assistance Programs.

EXAMPLES OF WORK: Develops, monitors, and the implements Title XIX Pharmacy Program.

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Advise management of program needs.

Reviews the performance of the claims fiscal intermediary.

Develops and reviews procedures for the audit of bills submitted to compensate pharmacists.

Evaluates pharmacy program expenditures.

Provides policy and procedures consultation to provider of pharmaceutical services by interpreting program policies.

Monitors program through use of Medicaid Management Information System.

Resolves claims processing problems.

Evaluates and assists in making decisions on program coverage for new drugs.

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